

Washington Clean Fuel Standard Registration Guide

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This guide walks an organization through registering with the CleanCounts Fuels Registry for compliance with the Washington Clean Fuel Standard, registering a generator, reporting generation, and retiring certificates into the Washington program.

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Background

The CleanCounts Fuels Registry tracks clean fuels and molecules for voluntary and approved compliance programs. CleanCounts supports a range of technologies, including renewably produced hydrogen, ground source heat pumps, renewable natural gas, and sewer or wastewater heat recovery. For the full list of currently approved resource types and feedstocks, refer to Appendix B of the CleanCounts Fuels Registry Operating Procedures.

The Washington Clean Fuel Standard requires the use of this tracking system for renewable natural gas that has been injected into pipelines and then booked and claimed as being used in Washington. Renewable natural gas producers must register with, and receive approval for, their fuel pathways before reporting into the Clean Fuel Standard.

PROGRAM CONTACTS

Questions specific to the Washington Clean Fuel Standard should go to Washington Department of Ecology staff at cfs@ecy.wa.gov. For registry questions, the CleanCounts System Administrator is available at systemadmin@cleancounts.org or (651) 900-7891.

Register an Organization

This section covers the steps needed to create a CleanCounts Fuels Registry organization account.

STEP 1: REVIEW REGISTRY DOCUMENTS

- CleanCounts Fuels Registry Operating Procedures
- CleanCounts Operating System Terms of Use

STEP 2: COMPLETE THE ONLINE REGISTRATION

Register a new organization in the CleanCounts web portal.

1a

Select the Fuels option to begin the organization account registration.



Figure 1. Selecting the registry type.

1b

Complete the organization type and user information.



Register your Organization

[Already Have an account? Sign In](#) | [Organization already registered? Contact System Administrator](#)

1

2

3

4

5

6

Organization Type

Account Type

Contact Info

Billing Contact Info

Confirm

Success!

What type of organization are you registering?*

☐ Renewable Thermal Generator or

☐ Cooperative Utility

Marketer:

☐ Municipal or Crown Utility

☐ Voluntary Market Participant

☐ Investor-Owned Utility

☐ Public Interest Organization

☐ Independent Reporting Entity (IRE)

☐ Program Administrator/State or Provincial Regulator

☐ Other:

First Name*

Last Name*

Email address*

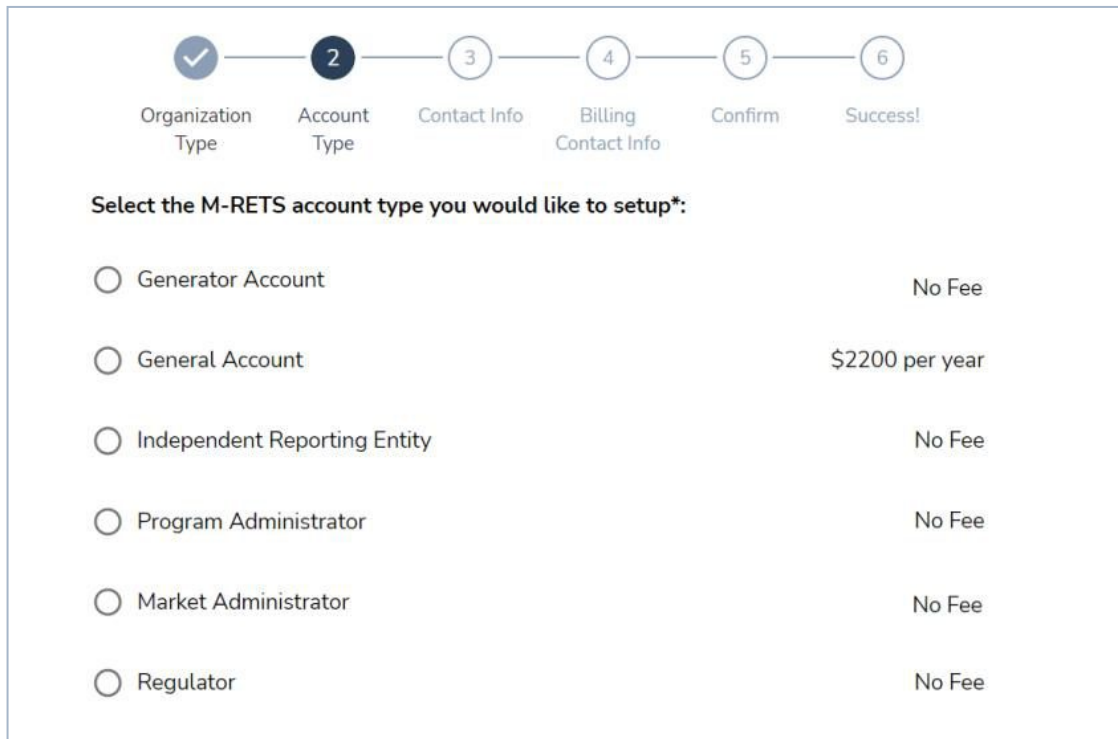
Email address confirmation*

Back

Continue

Figure 2. Organization type and user information.

- 1c** Select the account type. To register an account for the purpose of complying with the Washington Clean Fuel Standard, a General Account subscription is required. Refer to the CleanCounts website for current subscription levels and fees.



✓ — 2 — 3 — 4 — 5 — 6

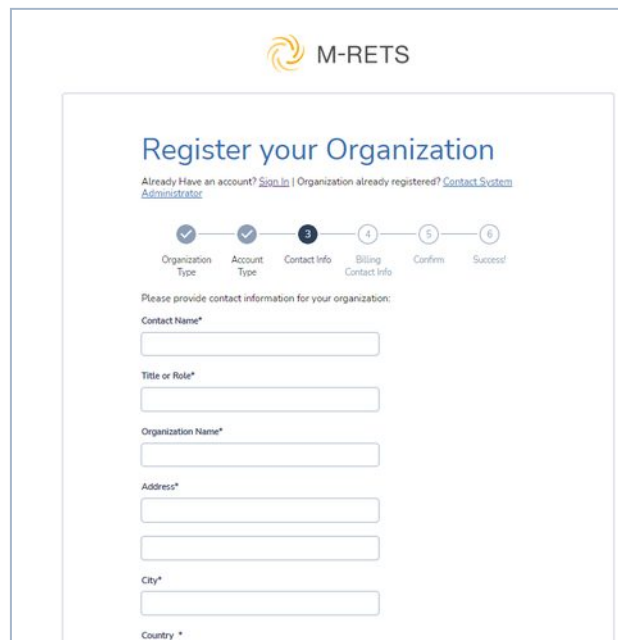
Organization Type Account Type Contact Info Billing Contact Info Confirm Success!

Select the M-RETS account type you would like to setup*:

☐ Generator Account	No Fee
☐ General Account	\$2200 per year
☐ Independent Reporting Entity	No Fee
☐ Program Administrator	No Fee
☐ Market Administrator	No Fee
☐ Regulator	No Fee

Figure 3. Account type selection.

- 1d** Complete your organization's contact information.



M-RETS

Register your Organization

[Already Have an account? Sign In](#) | [Organization already registered? Contact System Administrator](#)

✓ — ✓ — 3 — 4 — 5 — 6

Organization Type Account Type Contact Info Billing Contact Info Confirm Success!

Please provide contact information for your organization:

Contact Name*

Title or Role*

Organization Name*

Address*

City*

Country *

Figure 4. Organization contact information.

1e

Complete the billing contact information.



Register your Organization

Already Have an account? [Sign In](#) | Organization already registered? [Contact System Administrator](#)

✓

✓

✓

4

5

6

Organization Type

Account Type

Contact Info

Billing Contact Info

Confirm

Success!

Please provide billing contact information for your organization:

Copy from previous screen

Billing Contact Name*

Billing Address*

City*

Country *

Select Country

State/Province *

Figure 5. Billing contact information.

1f

Confirm that the registration information is correct.



Register your Organization

Already Have an account? [Sign In](#) | Organization already registered? [Contact System Administrator](#)

✓

✓

✓

✓

5

0

Organization TypeAccount TypeContact InfoBilling Contact InfoConfirmSuccess

Registrant & Organization Information:

Name:

Bryan Gower

Email:

bryan@metrics.org

Organization:

M-RETS RTC

Organization Type:

Renewable Thermal Generator or Marketer

Subscription Level:

General Account

Subscription Fee:

2200

Contact Information:

Name:

Bryan Gower

Job Title:

Manager

Phone:

9259809989

Address:

123 Any Street

Postal Code:

39000

City:

Any Town

State:

FL

Country:

United States

Website:

Billing Contact Information:

Name:

Bryan Gower

Phone:

9259809989

Email:

bryan@test.com

Address:

123 Any Street

Postal Code:

39000

City:

Any Town

State:

FL

Country:

United States

PO Number:

☐

I acknowledge that submitting this registration form will result in the establishment of an official registered subscription in M-RETS. I agree to pay the above registration fee within 30 days of receiving the invoice. If not paid in this time, I understand my subscription will be cancelled.

Back

Submit

Figure 6. Registration confirmation.

1g

Submit the registration. The CleanCounts System Administrator will review it and contact you if further information is needed. Once approved, you will receive an email confirmation.

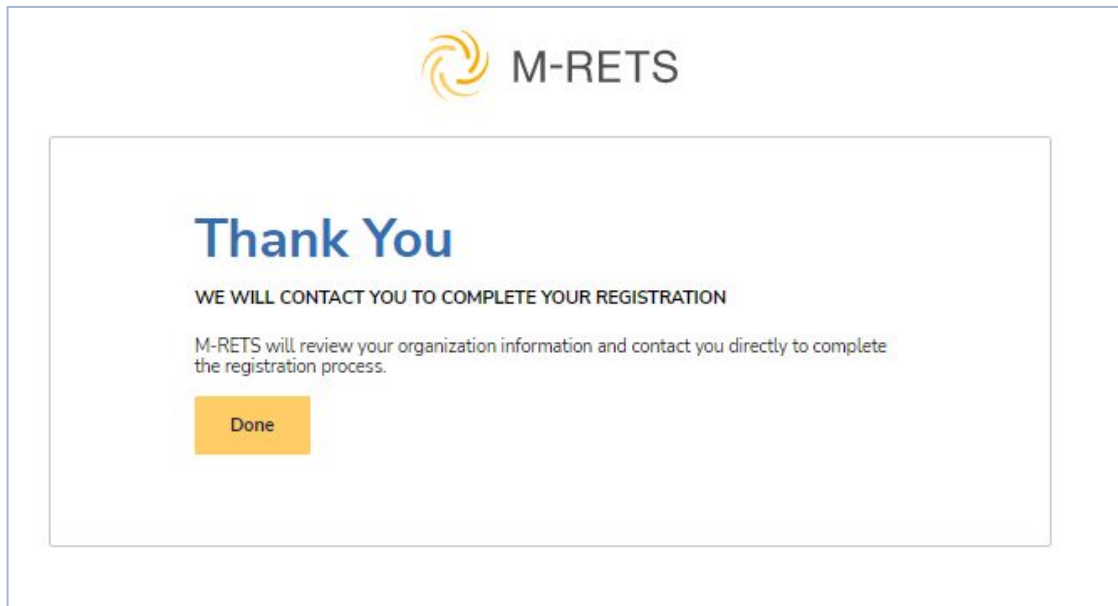


Figure 7. Submission confirmation.

STEP 3: CREATE ACCOUNTS AND ADDITIONAL LOGINS

After the organization account is approved, the CleanCounts System Administrator sends the designated organization administrator an invitation to log in. Additional users and accounts can then be created from inside the organization.

Register a Generator

Each generator must be registered. To begin:

- Log into your organization dashboard.
- Select Generators in the left menu to open the Generators dashboard.
- Select Add New Generator.

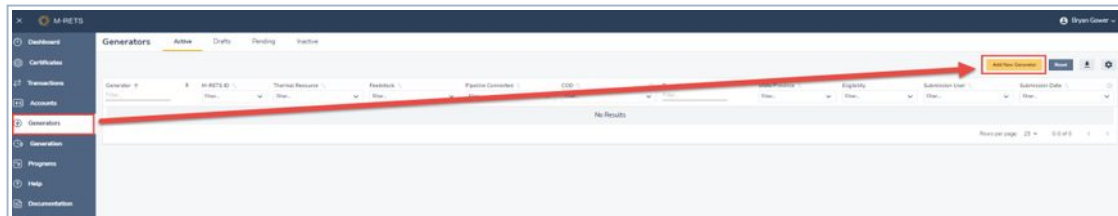


Figure 8. The Generators dashboard.

Complete the generator registration. There are seven registration tabs.

Figure 9. The generator registration form and its tabs.

COMPLETING THE TABS

- **General:** General information about the generator, including location and reporting entity. Generators reporting carbon intensity scores must use a reporting entity. The third-party engineer preparing the carbon intensity reporting may also report generation injections. Contact the CleanCounts System Administrator if you would like your third-party engineer to register as an Independent Reporting Entity (IRE). A one-time generator registration fee applies; generators that register and use an IRE for the full first year of generation may have the fee waived if the IRE verifies, through a signed legal attestation, that the information submitted is true and correct.
- **Owner:** General ownership information, including ownership type and contact information. If the generator is registered by a designated responsible party on behalf of an owner, the owner must sign Schedule A, Designation of Responsible Party.
- **Operator:** Contact information for the facility operator and the licensed engineer.
- **Engineering:** Injection type, metering information, and engineering details such as Commenced Operation Date and plant capacity, monthly and annual.
- **Fuel(s):** Designation of thermal resource, feedstocks, and program eligibilities. Washington Clean Fuel Standard participants select the Washington CFS program eligibility from the Program Eligibility dropdown on this tab.

Figure 10. The Fuel(s) tab.

WASHINGTON CFS FUEL PATHWAY REQUIREMENTS

- **AFP pathway code:** Report the Washington Alternative Fuel Portal (AFP) pathway code in the field provided. If you hold approval only for a temporary fuel pathway code at registration, use the temporary code. When the temporary code is replaced with a provisional or full pathway code, notify the CleanCounts System Administrator.
- **Multiple pathways:** If your facility has multiple fuel pathways, use the pathway code that the majority of the renewable natural gas you produce is created from for registration purposes. When retiring certificates, the pathway name and specific pathway code are used for each unique fuel pathway.
- **Fuel Pathway tab:** Add the documentation supporting the final Clean Fuel Standard carbon intensity score, the WA-GREET tier 1, tier 2, or modified WA-GREET methodology used to estimate the score, documentation for temporary fuel pathways, and the documentation prepared by the third-party engineer.

DOCUMENTATION

- **Supporting documents:** Schedule A, Designation of Responsible Party, and an engineering report prepared by a licensed professional engineer. See the CleanCounts Engineering Review Requirements for the full contents of that report.
- **Additional documents:** An interconnection agreement if the generator is connected to a natural gas pipeline or distribution network, and any local, state, or provincial documentation or permits that substantiate the registration data.

The following are required for Washington Clean Fuel Standard registrations:

- Fuel pathway details and staff summary.
- Screenshot of the certified carbon intensity score from the Clean Fuel Standard Alternative Fuel Portal.

BEFORE GENERATION CAN BE REPORTED

The CleanCounts System Administrator must review and approve the generator before generation can be uploaded.

Reporting Generation

The CleanCounts Fuels Registry requires Independent Reporting Entities to report generation in dekatherms (Dth) and to submit proof of injection or generation. The IRE must upload 100 percent of the generation, even if the total is not fully allocated for certificate creation.

The IRE logs into the dashboard, selects Generation from the left menu, then selects Add New Entry in the upper right.

Generator	Pipeline Connected	M-RETS ID	Reporting Entity	Activity Date	Period Start	Period End	Posted Dth	Thermal Resource	Feedback
My Biogas generator	No	M1111	-	08/01/2022 16:35	07/01/2022	07/31/2022	100	Renewable Natural Gas, Biogas	Renewable Natural Gas
My Biogas generator	No	M1111	-	07/28/2022 16:13	06/01/2022	06/30/2022	1000	Renewable Natural Gas, Biogas	Renewable Natural Gas
My Biogas generator	No	M1111	-	07/21/2022 15:54	06/01/2022	06/30/2022	10000	Renewable Natural Gas, Biogas	Renewable Natural Gas
My Biogas generator	No	M1111	-	07/21/2022 15:47	06/01/2022	06/30/2022	100000	Renewable Natural Gas, Biogas	Renewable Natural Gas
My Biogas generator	No	M1111	-	07/20/2022 16:46	11/01/2017	11/30/2017	50	Renewable Natural Gas, Biogas	Renewable Natural Gas
My Biogas generator	No	M1111	-	07/20/2022 16:46	10/01/2018	10/31/2018	50	Renewable Natural Gas, Biogas	Renewable Natural Gas
My Biogas generator	No	M1111	-	07/20/2022 16:46	07/01/2018	07/31/2018	90	Renewable Natural Gas, Biogas	Renewable Natural Gas
My Biogas generator	No	M1111	-	07/20/2022 16:46	08/01/2018	08/31/2018	100	Renewable Natural Gas, Biogas	Renewable Natural Gas
My Biogas generator	No	M1111	-	07/20/2022 16:46	09/01/2018	09/30/2018	500	Renewable Natural Gas, Biogas	Renewable Natural Gas
My Biogas generator	No	M1111	-	07/20/2022 16:46	12/01/2016	12/31/2016	1000	Renewable Natural Gas, Biogas	Renewable Natural Gas
My Biogas generator	No	M1111	-	07/20/2022 16:46	11/01/2016	11/30/2016	6200	Renewable Natural Gas, Biogas	Renewable Natural Gas

Figure 11. The Generation activity log.

STEP 1: SELECT GENERATOR AND REPORT GENERATION

Select the generator to upload generation against. Complete the reporting period and total injected Dth, declare whether the generation is 100 percent renewable, then select Next.

Figure 12. Adding a generation entry.

STEP 2: FUEL ALLOCATION AND QUALIFIED ISSUANCE

Generators must report 100 percent of the gas injected into the system at the injection point, even where the gas will not be tracked by CleanCounts. This allows CleanCounts to serve as a central repository for programs, including those not affiliated with CleanCounts, to prevent double counting. To designate the certificates or percentage of injected gas sought for issuance, select Edit Qualified Issuance from the Allocation screen. Generation sold into another program is not qualified for issuance.

- **Qualified generation:** Any generation that qualifies for certificate issuance.
- **Non-qualified generation:** Generation that does not qualify, including generation intended for a program that does not recognize CleanCounts, or that is not considered renewable.
- **Partially qualified generation:** Generation that only partially qualifies for certificate issuance.

Figure 13. The Allocation screen.

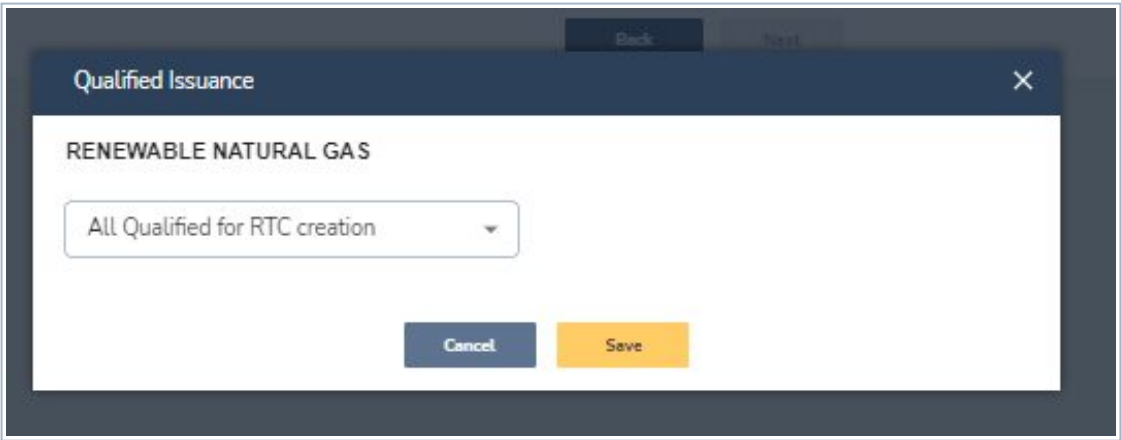


Figure 14. Qualified issuance options.

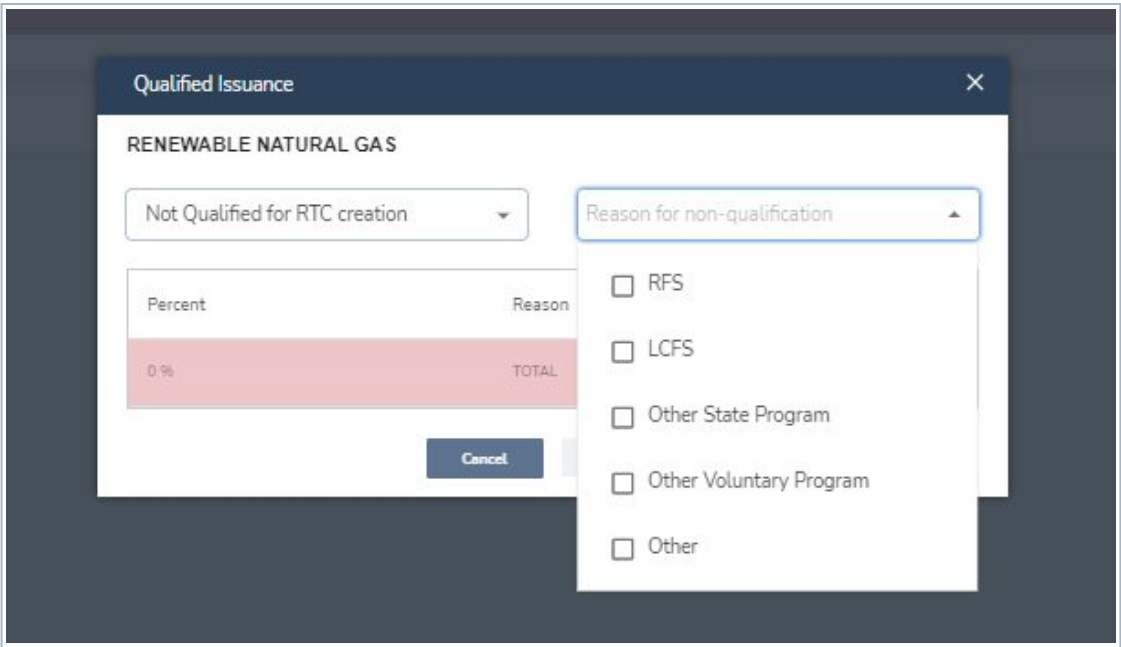


Figure 15. Selecting a reason for non-qualification.

Allocate the percentage of each feedstock that makes up the total reported generation. The allocation must total 100 percent; the Allocation screen confirms a correct total by turning the footer green.

STEP 3: DOCUMENTATION

Upload supporting documentation for the injected generation, for example an invoice, injection receipt, or other official document that identifies the Dth of gas injected.



Figure 16. Uploading generation documentation.

STEP 4: REVIEW

Review the reported generation, then select Save and Submit. Certificates are issued into the account.

Figure 17. Reviewing and submitting.

Certificate Management

Once certificates are issued they are managed from the Certificates dashboard, where all active, retired, and reserved certificates in the organization's accounts can be viewed.

Figure 18. The Certificates dashboard.

- **Active:** The holding place for all active certificates. An active account may be associated with one or more generators.
- **Retired:** A repository for certificates the organization designates as retired and removes from circulation for an environmental claim. Once transferred into a retirement account a certificate cannot be transferred again.
- **Reserve:** Removes certificates from circulation for external use. They can no longer be transferred to another organization, and the transactions are permanent. Certificates in a reserve account are settled and claimed outside CleanCounts.

CREATING ACTIVE, RETIREMENT, AND RESERVE ACCOUNTS

From the dashboard, navigate to Accounts and select Add New Account. Use the Account Type dropdown to choose the type, name the account, and select Save.

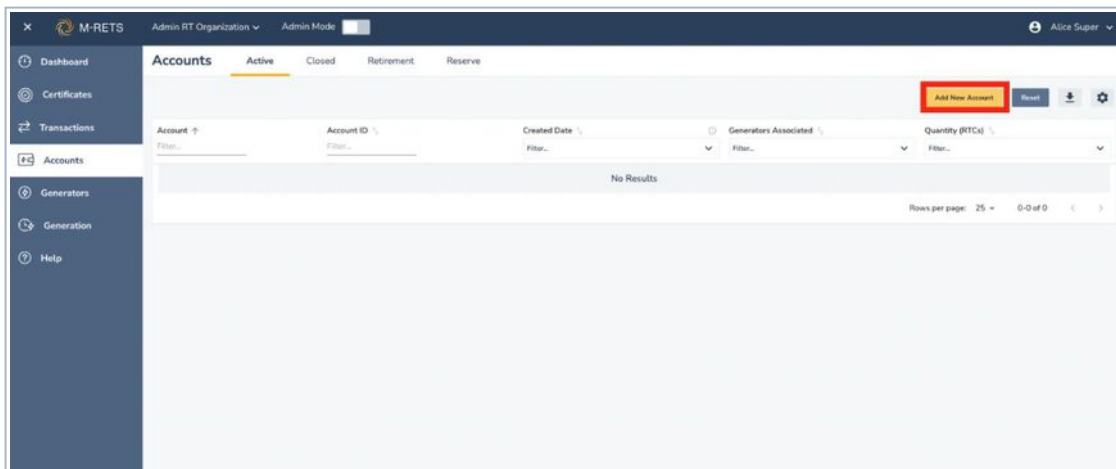


Figure 19. The Accounts dashboard.

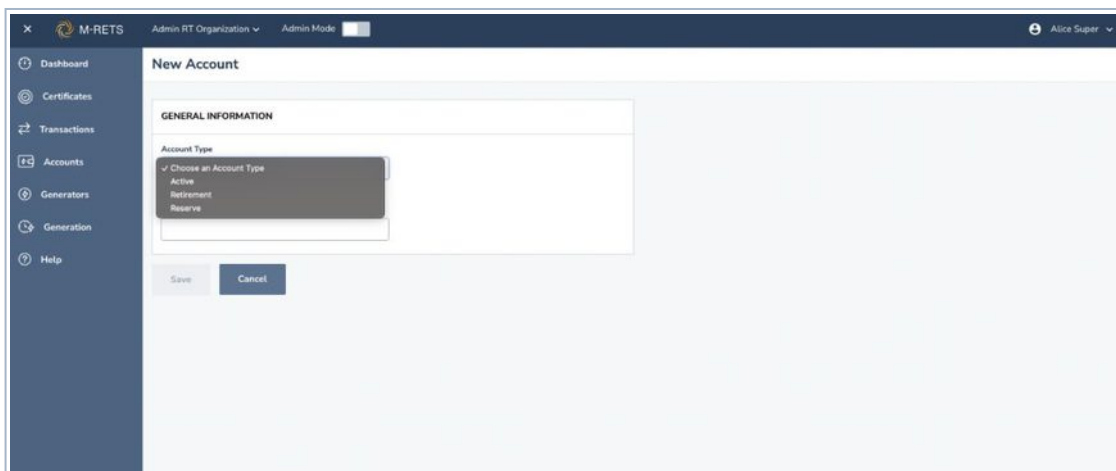


Figure 20. Creating a new account.

CONFIGURING A RETIREMENT ACCOUNT WITH THE WASHINGTON PROGRAM

The Washington Department of Ecology sets up the program that certificates are retired into, and the Washington program administrator invites you to participate. Ecology asks that you notify them at cfs@ecy.wa.gov, using your registry account name as the subject line, once your account is active. After the invitation, create a retirement account and link it to the Washington Clean Fuel Standard program.

Change the account type to Retirement and select Washington Clean Fuel Standard as the program. Name the account using the program, quarter, year, and fuel pathway code, then select Save. Certificates deposited into this account are monitored by Ecology for compliance with the Washington Clean Fuel Standard.

The screenshot shows the 'New Account' form in the M-RETS system. The left sidebar contains navigation links: Dashboard, Certificates, Transactions, Accounts, Generators, Generation, Reports, and Help. The main content area is titled 'New Account' and contains a 'GENERAL INFORMATION' section. In this section, the 'Account Type' dropdown is set to 'Retirement'. The 'Program' dropdown is set to 'Main Organization Test', which is highlighted by a red arrow. The 'Name' field is empty. The 'Save' and 'Cancel' buttons are at the bottom of the form.

Figure 21. Selecting the Washington Clean Fuel Standard program.

The screenshot shows the 'New Account' form in the M-RETS system. The left sidebar contains navigation links: Dashboard, Certificates, Users, Organizations, Transactions, Accounts, Generators, Generation, Programs, Reports, Help, and Documentation. The main content area is titled 'New Account' and contains a 'GENERAL INFORMATION' section. In this section, the 'Account Type' dropdown is set to 'Retirement'. The 'Program' dropdown is set to 'Main Organization Test'. The 'Name' field is set to 'Test'. The 'Save' button is highlighted by a red arrow.

Figure 22. Naming the retirement account.

TRANSFERRING CERTIFICATES INTO THE WASHINGTON RETIREMENT ACCOUNT

Navigate to the Certificates dashboard, select the certificates you wish to retire from the Active tab, then select Retire. Select the quantities and designate the carbon pathway from the dropdown. The Details button shows the batch details and carbon pathway.

Account	Organization	Generator	Thermal Resource	Vintage	Location	Carbon Pathway	Quantity (RTCs)	Max Available
RTCs account	Second RT Organization	My RNG generator	Renewable Natural Gas	08/2018	ND	Select carbon pathway	40	40
RTCs account	Second RT Organization	My RNG generator	Renewable Natural Gas	08/2018	ND	Select carbon pathway	10000	10000

Figure 23. Selecting quantities to retire.

RETIREMENT TYPE FOR WASHINGTON

The Washington Clean Fuel Standard is a compliance program. On the retirement reason screen select Compliance, then select Low Carbon Fuel Standard as the compliance type.

COMPLIANCE RETIREMENT TYPES

- **LCFS / RFS stacked claim:** Select only if the certificates will be used for both the United States Environmental Protection Agency Renewable Fuel Standard and a Low Carbon Fuel Standard. These attributes are frequently stacked.
- **State or provincial portfolio standards:** State-regulated utility renewable portfolio standard, or provincial utility portfolio standard, retirements.
- **Other, non-RPS compliance:** Compliance retirements that do not fall under a portfolio standard.
- **Low Carbon Fuel Standard:** The correct type for the Washington Clean Fuel Standard. Select only if the generation will be used for a low carbon fuel standard claim. Use is subject to the rules of the applicable state, federal, or provincial program.
- **Renewable Fuel Standard:** Select only if the certificates will be used for the United States Environmental Protection Agency Renewable Fuel Standard.

Figure 24. Selecting the retirement reason.

Once the retirement type and the required state, year, and quarter details are complete, select Next. Choose the retirement account assigned to the Washington Clean Fuel Standard, then select Review. Verify the information on the final screen: once Retire is selected the transaction cannot be changed. After retiring, you can download the transaction receipt and view the transaction in the history tab.

Retired certificates can be viewed from the Certificates dashboard under the Retired tab. To download a CSV or PDF of retirements, use the download arrow in the top right of the report.

M-RETS Main RT Organization							
Certificates		Active	Retired	Reserved			
1,256 RTCs							
Account	Account ID	Thermal Resource	Feedstock	Vintage	M-RETS ID	Generator	Pipeline
Retirement account 1	3ECDC48B-5B43	Biogas	Biogas (Generic)	12/2016	M1111	My Biogas generator	Yes
Retirement account 1	3ECDC48B-5B43	Renewable Natural Gas	Anaerobic Digestion of 100% Green Waste	09/2018	M1112	My RNG generator	No
Retirement account 1	3ECDC48B-5B43	Biogas	Biogas (Generic)	11/2017	M1111	My Biogas generator	Yes
Retirement account 1	3ECDC48B-5B43	Biogas	Biogas (Generic)	10/2018	M1111	My Biogas generator	Yes
Retirement account 1	3ECDC48B-5B43	Biogas	Biogas (Generic)	07/2018	M1111	My Biogas generator	Yes

Figure 25. The Retired tab.

QUESTIONS

Registry questions: systemadmin@cleancounts.org or (651) 900-7891. Washington Clean Fuel Standard program questions: cfs@ecy.wa.gov.